



## **EPA Web Application**

- New on-line monthly reports
- Must have user ID and password
- Contains request form for Homebound reimbursement

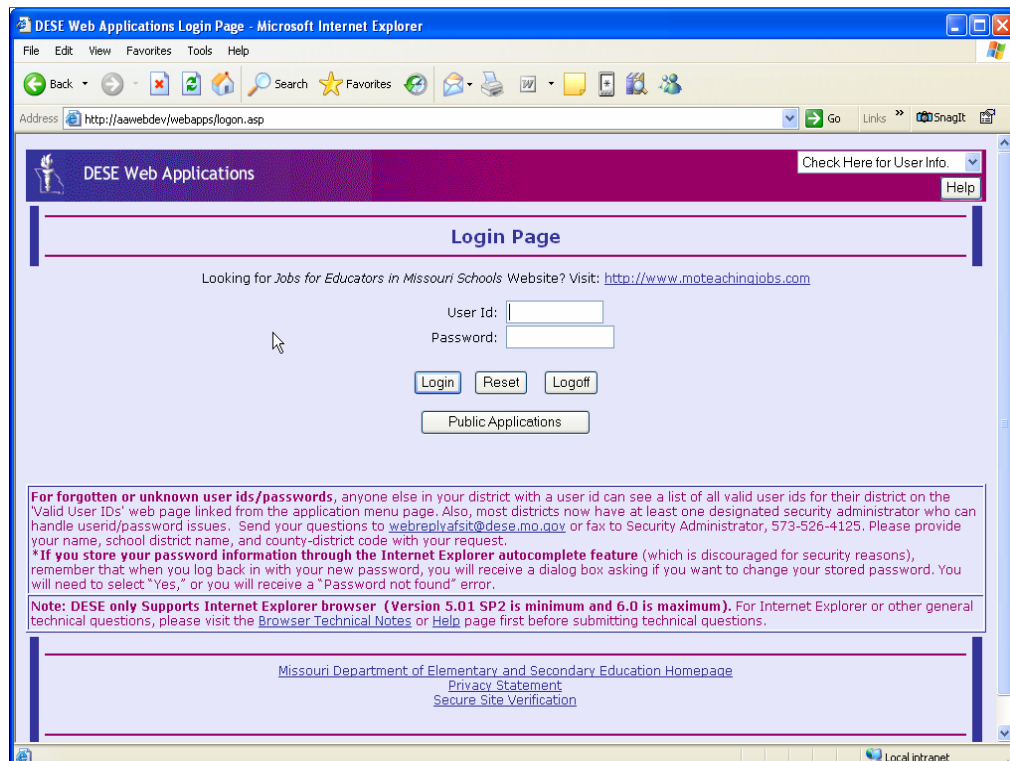
The following PowerPoint Presentation is intended to acquaint district personnel with the new web-based EPA payment system. With this new system, districts will be able to review monthly payment information, identify exact amounts paid each month for the regular EPA payment and to identify specific amounts paid for homebound, contract education, extended school year, handicapped census, prior year adjustments and other payment adjustments.

This new system will replace the previous written reports sent to the district on a monthly basis.

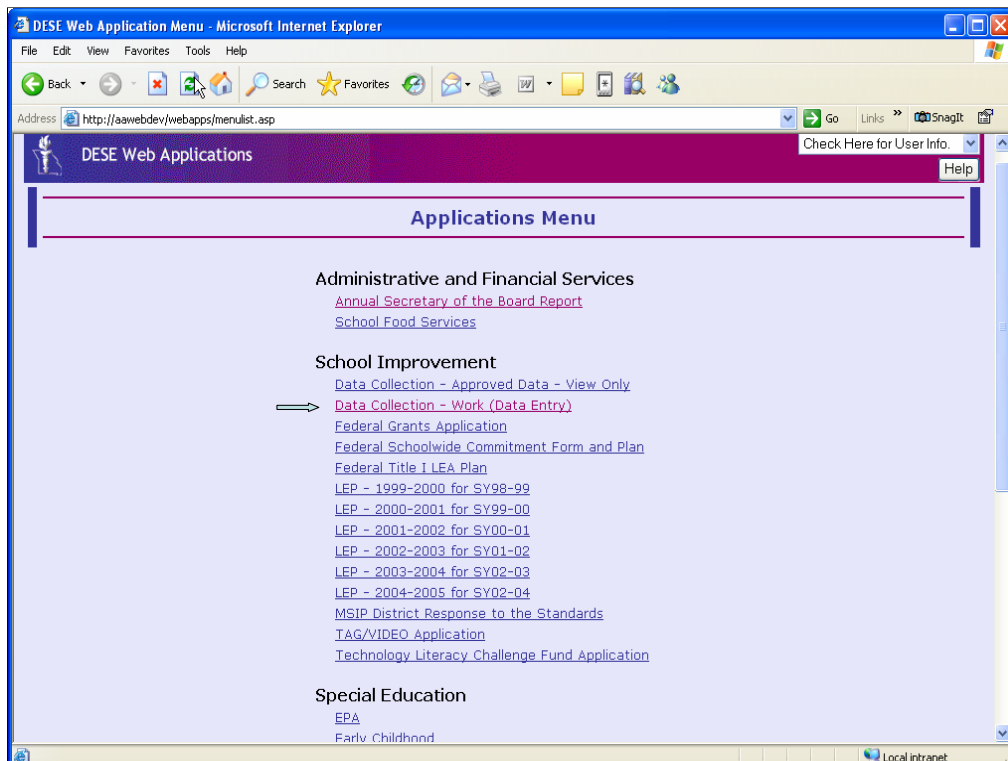
It is important that every district obtain access to the new system. Login requires a user ID and password assigned through the DESE Information Technology Section. Instructions to request the necessary login credentials are available at the following web address:

<http://dese.mo.gov/divspeced/Finance/PDF/SecurityLetter.pdf>

<https://k12apps.dese.mo.gov/webapps/securityforms/MO500-2377.pdf>



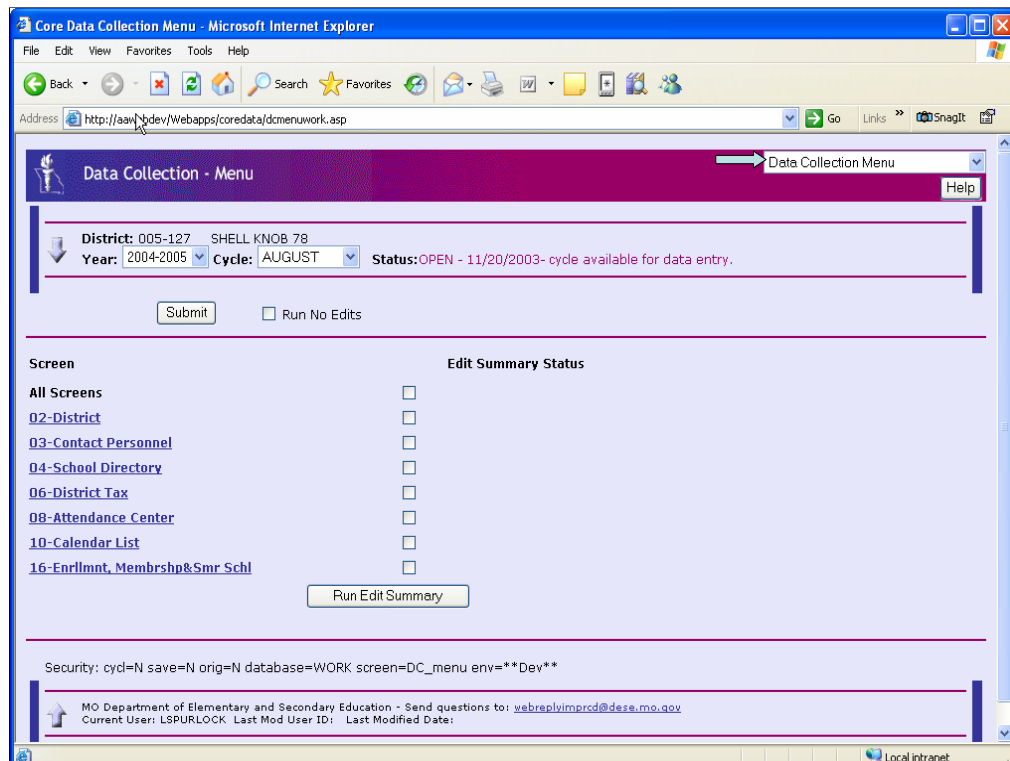
This is the “Login Page” to the DESE Web Application Menu. It requires a User ID and Password which are available from DESE or through the district’s User Manager Administrator. If your district has not applied for a User ID and Password, follow the directions provided in the Division’s SELS message dated December 1, 2004.



This PowerPoint demonstration is intended to take you through several features applicable to the new Web-EPA Program. It is **not** intended to serve as a “Help” feature while you are logged on to the system.

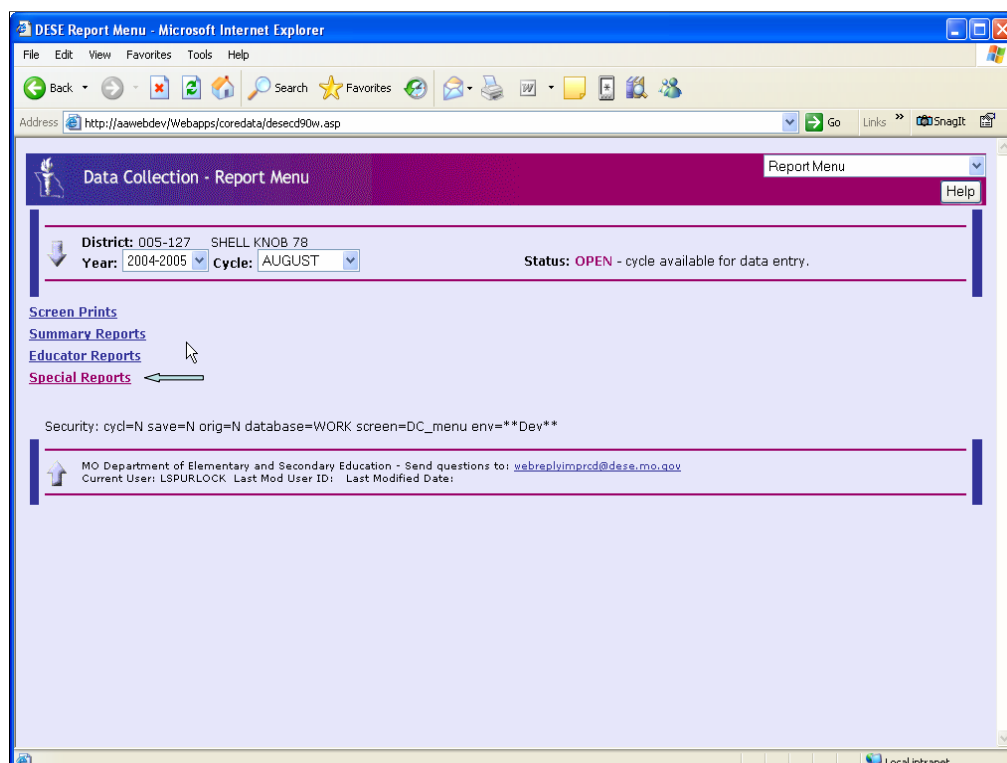
Successful login will take you to the “DESE Web Application Menu” page. While “Web-EPA” is located under the heading “Special Education”, additional important information for the EPA payment is located at other sites within the DESE Web Program. Note the arrow above at “Data Collection – Work (Data Entry)”.

Move to the next slide.



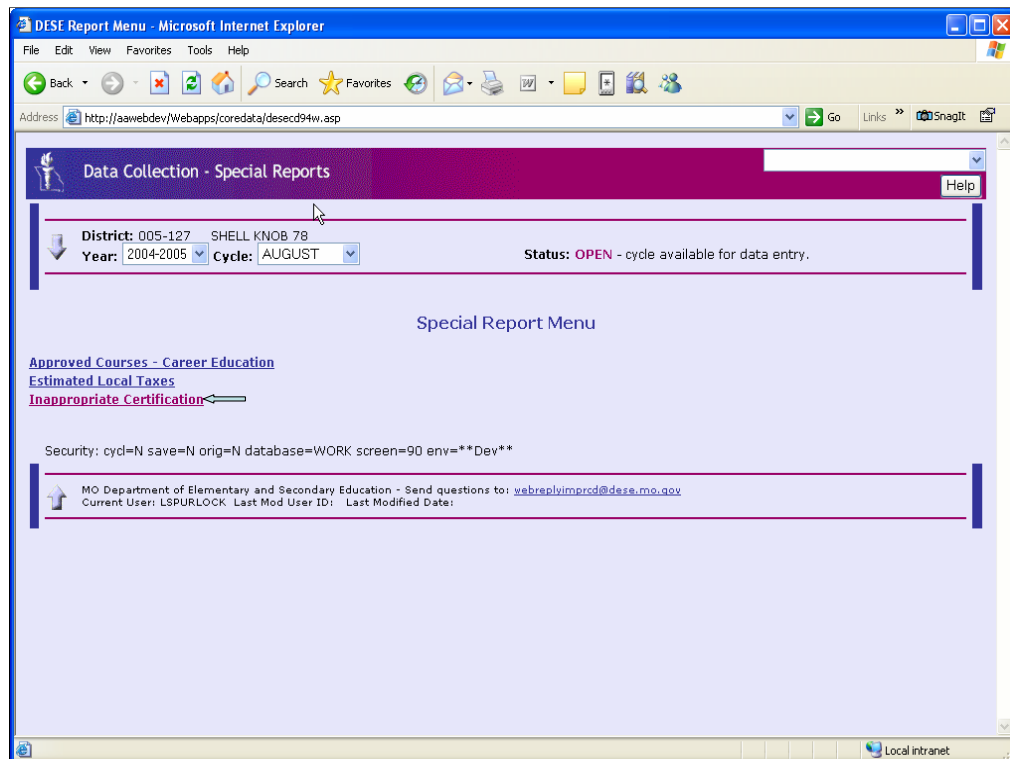
Note the arrow in the upper right hand corner of the page. This drop down menu offers the option "Report Menu".

Move to the next slide



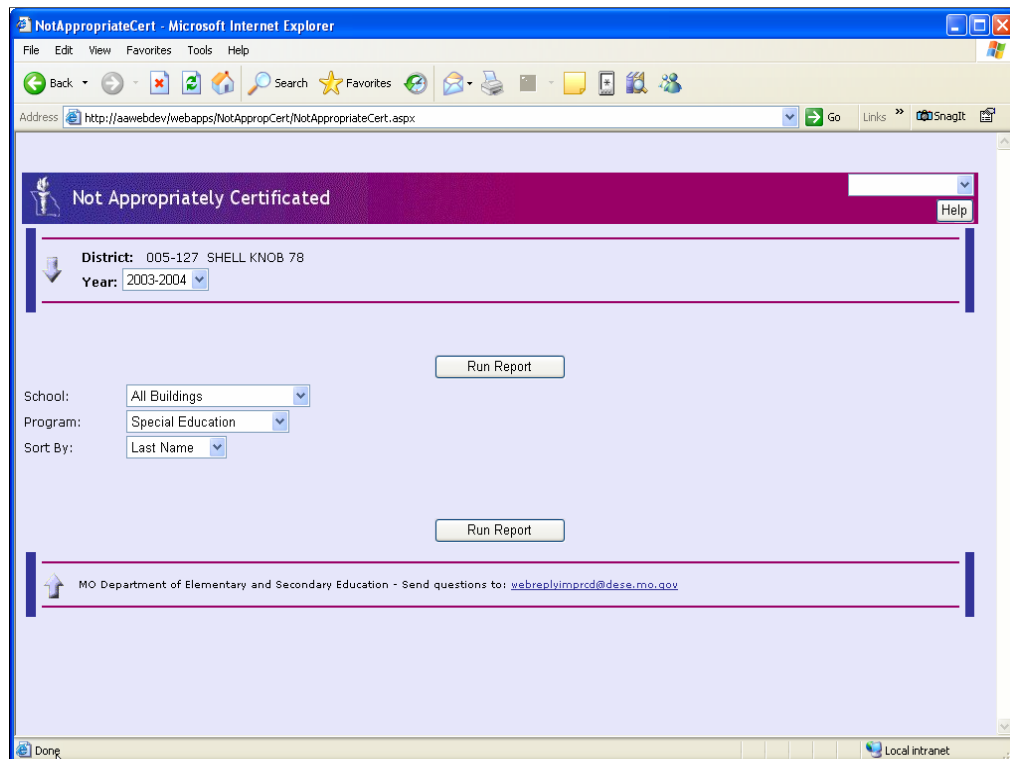
This screen lists the various reports available within the Data Collection system. Choose "Special Reports."

Move to next slide



The "Inappropriate Certification Report" will allow the district to check for staff members not appropriately certificated. Since part of the EPA payment is based on qualified staff, this report will provide the district with information regarding those staff members not eligible for payment.

Move to the next slide



This screen allows the district to run specific reports related to staff showing in Core Data as not appropriately certificated. Note that the selections showing on this slide will provide the reviewer with a report of all unqualified special educators, from all buildings in the district and sorted by last name.

Move to the next slide

DESE Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

1 / 1 100%

REPORT NO: CDR07  
 RUN DATE: 9/20/2004  
 RUN TIME: 7:28:42AM

MO DEPT ELEMENTARY AND SECONDARY EDUCATION  
 CORE DATA COLLECTION SYSTEM  
 INAPPROPRIATE CERTIFICATION - SPECIAL EDUCATION 2003-04

Page 1 of 1

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005-127 SHELL KNOB 78 Class/Org: A - K8 Supv: KELTNER

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SSN/Name: [REDACTED] Dist Yrs Exp: 8 Degree: MAST

Schl	Pos	FTE	Pgm-Ty	Asgn	Course	No/Name	Seq	Gr	Pr	DS	Credit	Message
4020	70	1.00		03	887900	OTH P PER		17			.00	REQUIRES SUPERVISOR APPROVAL

Classification/ Certificates:  
 F1 P ADULT EDUC/LIT

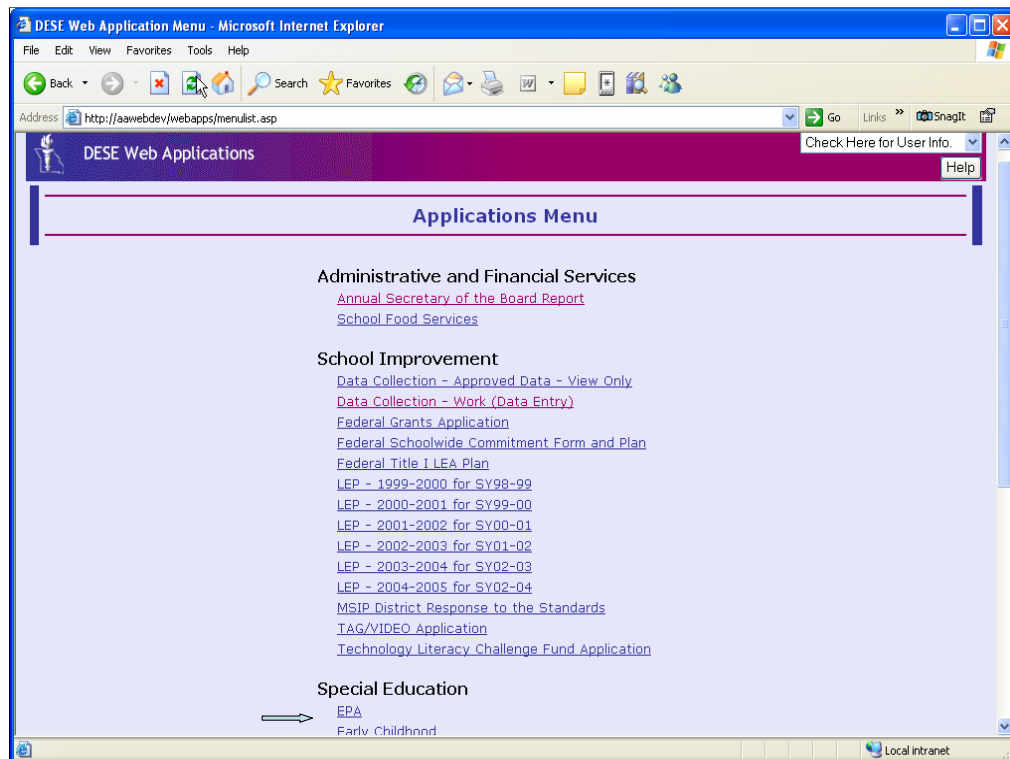
CA Comments: 887900---EVEN START GRANT MANAGER

Done Local intranet

This slide represents the information available on the Inappropriate Certification Report (formerly known as the Unqualified Report.) It is important that the district review this report and make necessary corrections as the district will not receive EPA payments for individuals listed on this report.

Move to the next slide

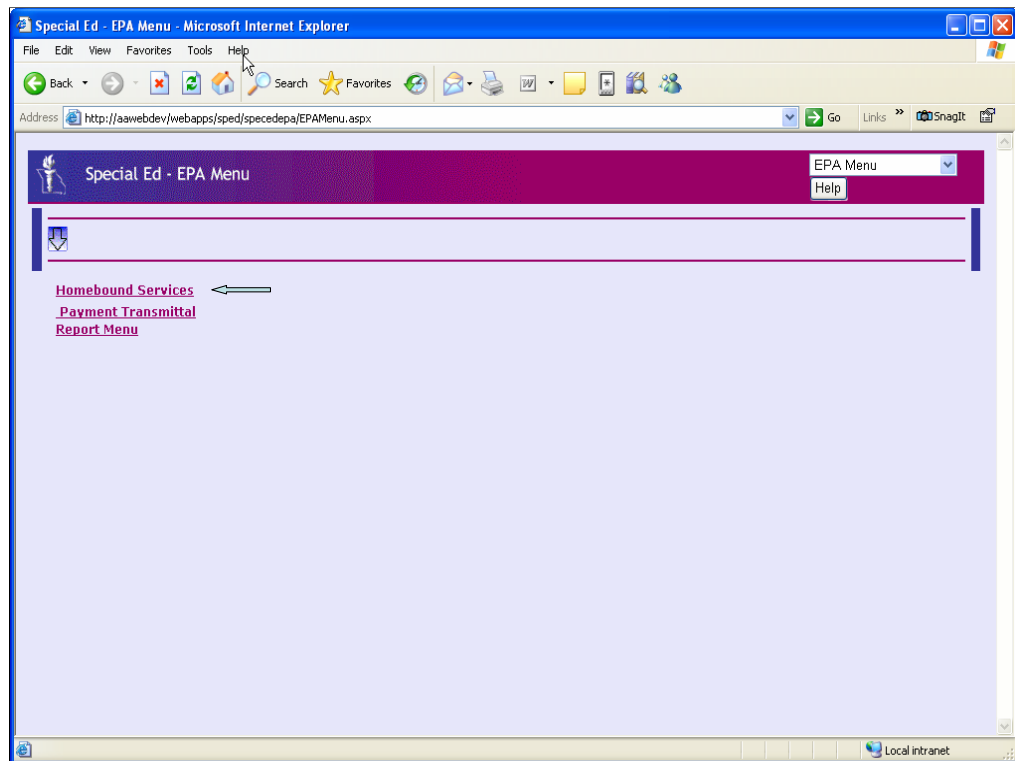




We are now back at the “Applications Menu”. Remember that this screen will display only those DESE web applications the person signed in has access to use. Note the arrow at Special Education EPA.

Once you are logged into the system, you will be able to return to this screen (Application Menu) by clicking in the dropdown box at the upper right-hand corner of the screen and selecting “application menu”.

Move to the next slide



The Special Education EPA Menu provides access to several EPA payment components. First, we will look at the Homebound payment.

Move to the next slide

Homebound Services - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://aawebdev/webapps/sped/specdepa/specEdHomeboundServices.aspx?strAction=toAsp&strFlow=8s\\_dist\\_code=51278s\\_year=20058s\\_u](http://aawebdev/webapps/sped/specdepa/specEdHomeboundServices.aspx?strAction=toAsp&strFlow=8s_dist_code=51278s_year=20058s_u) Go Links Snagit

Special Ed - EPA Homebound Homebound Services Help

District: 005-127 SHELL KNOB 78  
Year: 2004-2005

I certify that the data contained on this Reimbursement for Homebound Services accurately reflects students provided Homebound Services in accordance with the program requirements contained in the **State Plan for Part B of IDEA**.

Contact Name(First & Last)   
Contact Phone   Extension

INSTRUCTIONS: List in alphabetical order (last name first) the names of all students, each student's age, and the number of weeks each student received homebound services. **DO NOT INCLUDE SUMMER SCHOOL OR EXTENDED SCHOOL YEAR SERVICES.**

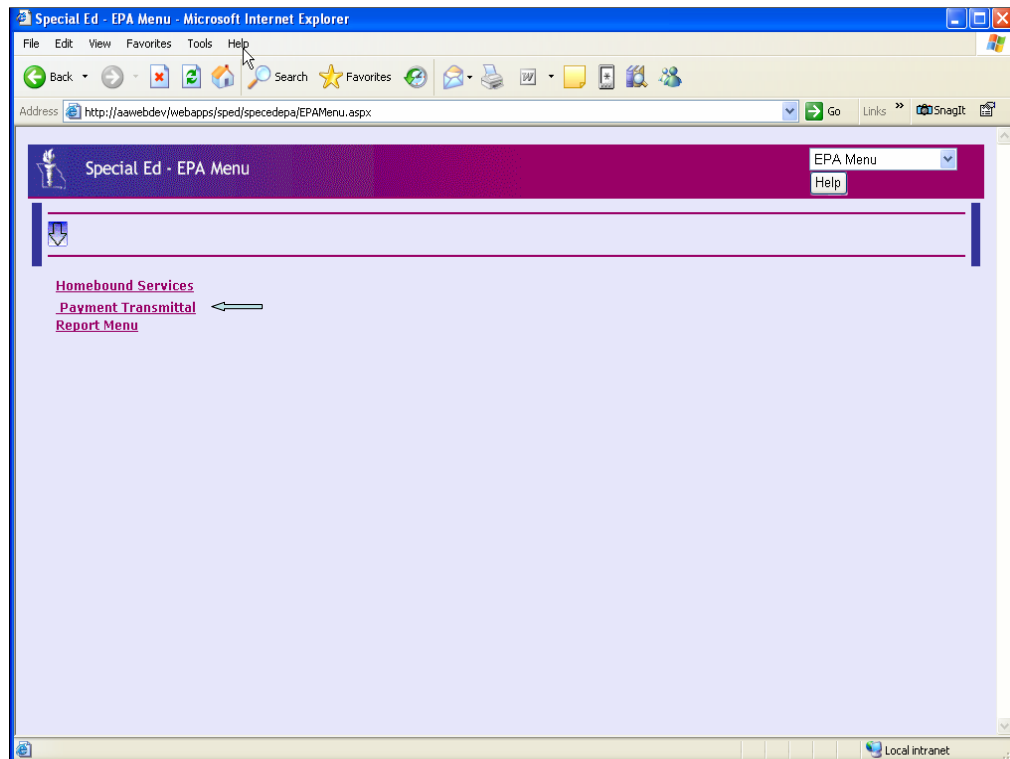
Save Add More Lines

Student's Last Name	Student's First Name	Age	Weeks with 5 Hr + Instr
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Done Local intranet

This is the Homebound Services data entry page and is currently available for use. This is also the only page that requires data entry from the district. Previously, districts would submit requests for homebound payment via paper forms at the end of each school year. With the new system, the authorized user will certify the accuracy of the data entered and submit the names of each student for which the district is requesting homebound aid. Staff in the Funds Management Section at DESE will review the submitted data and process the payment for the district.

Move to the next slide



The Special Education EPA Menu can be accessed at any time by selecting “EPA Menu” from the drop down box in the upper right hand corner of the screen. This drop down box also allows the user to end a session and log off the web program.

The next series of slides will demonstrate the monthly EPA Payment Transmittal.

Move to the next slide

Payment Transmittal - Microsoft Internet Explorer

Address: http://aawebdev/webapps/desecommon/payment\_transmittal/pay\_trans.aspx

### DESE - Monthly Payment Transmittal

District: 005-127 SHELL KNOB 78

Year: 2003-2004

Select Month: April

Revenue Code	Revenue Name	CFDA No.	Organization Making Payment	Monthly Payment	Paid to Date
5455	TITLE V		FINANCIAL MANAGEMENT	96	2344
5461	TITLE IV.A		FINANCIAL MANAGEMENT	454	1474
5466	TITLE II.D	84318	FINANCIAL MANAGEMENT	687	4719
5445	School Food Services Section 04 Lunch Payment	10555	SCHOOL FOOD SERVICES	885.96	3825.19
5446	School Food Services Breakfast Payment	10553	SCHOOL FOOD SERVICES	2028.71	9867.86
5465	TITLE II.A	84367	FINANCIAL MANAGEMENT	4243	13791
5445	School Food Services Section 11 Lunch Payment	10555	SCHOOL FOOD SERVICES	4799.36	21488.20
5313	<a href="#">Special Education EPA</a>		SPECIAL ED FUNDS MANAGEMENT	2938	66024
5451	Title I Targeted Assistance	84216A	FINANCIAL MANAGEMENT	47670	154928

The first screen shows an overall listing of payments made to the district in a given month. At this time, only the Special Education EPA line has more detail available other than what is seen on this page. Eventually, all payments will have more detail available for the user.

Move to the next slide

Entitlement - Microsoft Internet Explorer

Address: http://aawebdev/webapps/decommon/payment\_transmittal/entitlement.aspx?ptype=SE\_EPA

DESE - Monthly Payment Transmittal

District: 005-127 SHELL KNOB 78

Year: 2003-2004

Previous Page

Exceptional Pupil Aid - Entitlement Breakdown

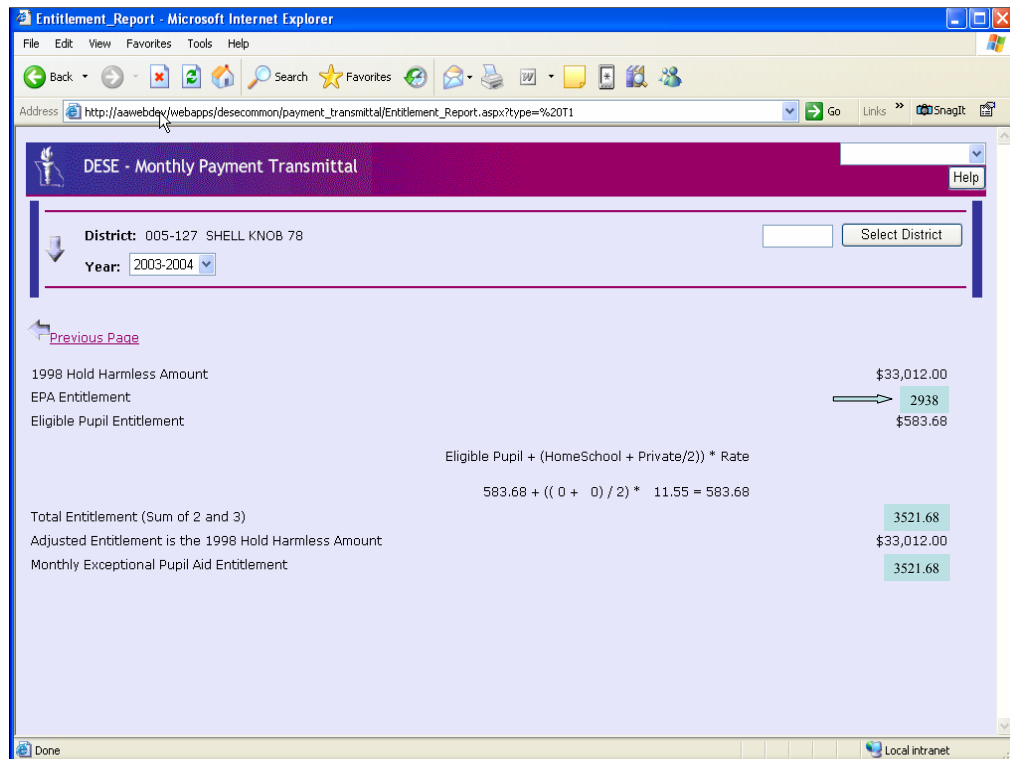
	Error	Monthly Payment			Annual Calculation	
		Staff / Student	Other Payments and Adjustment	Total	EPA	Paid to Date
July		2938	0	2938	11917	2938
August		2938	0	2938	23835	5876
September		0	0	0	0	5876
October		0	0	0	0	5876
November		0	0	0	0	5876
December		2938	0	2938	33012	8814
January		0	0	0	0	8814
February		0	0	0	0	8814
March		0	0	0	0	8814
April	*	2938	0	2938	47670	11752
May	*	2938	0	2938	47670	14690
June		2938	0	2938	23836	17628
		Total:	0			

Local intranet

This page presents the EPA payment calculation by month along with the “annualized amount” expected for the year. The “\*” in the Error column indicates there were educators showing core data errors in that month. By clicking on the “\*”, the user will be able to review the report defining the errors. Any underlined field can be clicked and the person will be taken to a subsequent page of information related to that field.

Move to the next slide





This screen summarizes the district's EPA Entitlement calculation. The example represents a district receiving their "Hold Harmless" calculation because the combination current EPA (staff) Entitlement and the Eligible Pupil Entitlement are less than the 1998 Hold Harmless amount.

Move to the next slide



Viewer - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Close browser when finished.

Main Report

SEEPAR002  
9/20/2004  
7:39:57AM

Missouri Department of Elementary and Secondary Education  
Special Education  
Entitlement Calculation Report  
27 Special Education EPA  
Fiscal Year 2004 Month October

005-127 SHELL KNOB 78

SSN	Name	School Building	Position Code	Assignment Number	Course Code	Program Code	% Year Asgn	Asgn FTE	Cert Factor	Pay Factor	Payment Rate	Current Entitlement	Sta
	COLVIN, JENNIFER	4020	30	01	883800	06	1.0000	0.2206	1.0	0.2206	5,862.00	1,293	Pay
		4020	60	01	193600	06	1.0000	0.5882	1.0	0.5882	11,725.00	6,896	No
		4020	60	04	197300	06	1.0000	0.1912	1.0	0.1912	11,725.00	2,241	No
	PETERS, CANDACE	4020	60	01	193600	06	1.0000	0.2941	0.5	0.1471	11,725.00	1,724	No
		4020	60	02	197800	06	1.0000	0.0176	0.5	0.0088	11,725.00	103	No
		4020	60	03	197300	06	1.0000	0.3941	0.5	0.1970	11,725.00	2,310	No
		4020	60	04	197400	06	1.0000	0.2941	0.5	0.1471	11,725.00	1,724	No
	WARD, LINDA	4020	80	01	196400	06	1.0000	0.3333	1.0	0.3333	2,931.00	976	Pay
District Totals							005-127	SHELL KNOB 78				2,269	

Done Local intranet

This report summarizes all staff considered for payment in the specified month. The report includes all details applied to the payment calculation for each staff member and whether or not the individual is in “Pay” or “No-Pay” status. This screen is a replica of the paper report mailed to the district each month under the old payment system.

Move to the next slide

Entitlement - Microsoft Internet Explorer

Address: http://aawebdev/webapps/desecommon/payment\_transmittal/entitlement.aspx?ptype=SE\_HC

DESE - Monthly Payment Transmittal

District: 001-091 KIRKSVILLE R-III

Year: 2004-2005

Previous Page

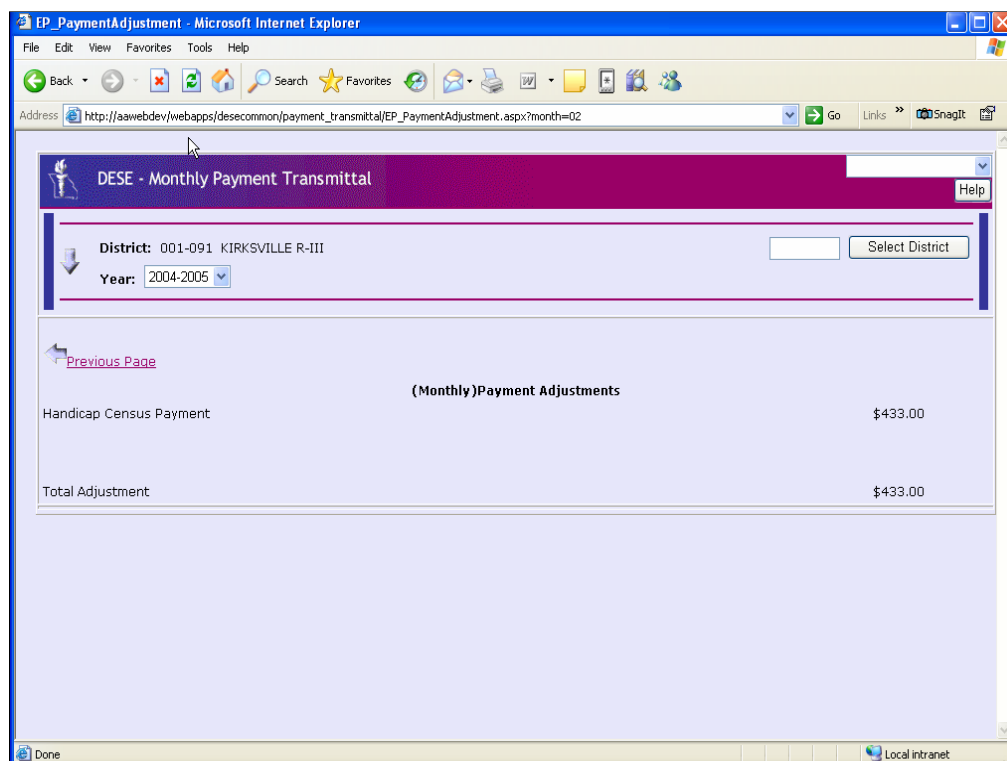
Exceptional Pupil Aid - Entitlement Breakdown

	Error	Monthly Payment			Annual Calculation	
		Staff / Student	Other Payments and Adjustment	Total	EPA	Paid to Date
July			0	0		0
August		0	0	0	0	0
September		0	0	0	0	0
October		0	0	0	0	0
November		0	0	0	0	0
December		0	0	0	0	0
January		42836	0	42836	481305	42836
February		42836	433	43269	481305	86105
March		0	0	0	0	86105
April		0	0	0	0	86105
May		0	0	0	0	86105
June		0	0	0	0	86105
		Total:	0			

Local intranet

This is another view of the Exceptional Pupil Aid – Entitlement Breakdown page. Note the arrow in February under “Other Payments and Adjustment.” The figure displayed in this field is explained by clicking on the number.

Move to the next slide



The monthly payment adjustment represented in this example is the “Handicapped Census Payment.” This screen also reports the amount attributed to that adjustment and would itemize all applicable adjustments paid in that month. Those adjustments could include payment for Homebound Services, Extended School Year, Prior Year Adjustment, or Vocational Special Needs.